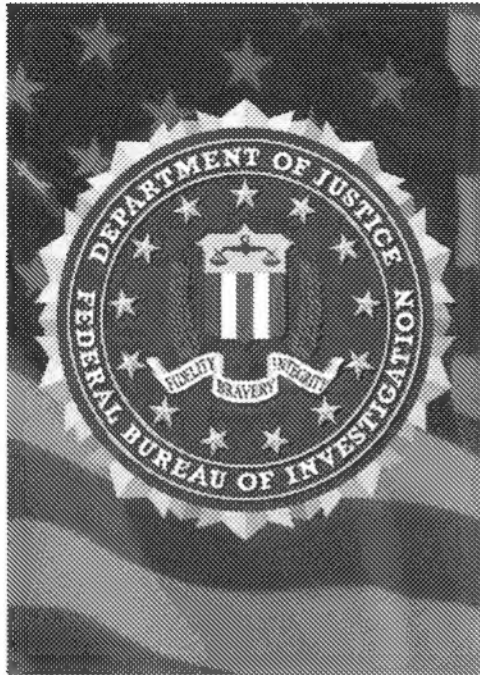


## **Joint Duty Assignment Policy Guide**



**Federal Bureau of Investigation**

**Human Resources Division**

**1187PG**

**February 14, 2022**

**UNCLASSIFIED**  
Joint Duty Assignment Policy Guide

**Approvals**

Policy Information	
Last Updated	2022-06-30
Effective Date	2022-02-14
Review Date	2025-02-14
Approval Information	
Sponsoring Executive Approval	<b>Christine E. O'Neill</b> Assistant Director Human Resources Division
Final Approval	<b>Jennifer L. Moore</b> Acting Executive Assistant Director Human Resources Branch

**UNCLASSIFIED**  
Joint Duty Assignment Policy Guide

**General Information**

Questions or comments pertaining to this policy guide can be directed to:  
Federal Bureau of Investigation Headquarters, Human Resources Division,  
Office of Workforce Development, Joint Duty Program  
Division point of contact: Unit Chief, Office of Workforce Development

**Supersession Information**

This document supersedes the *Joint Duty Assignment Policy Guide* (0958PG).

This document and its contents are the property of the FBI. If the document or its contents are provided to an outside agency, it and its contents are not to be distributed outside of that agency without the written permission of the unit listed in the contact section of this policy guide.

**UNCLASSIFIED**  
**Joint Duty Assignment Policy Guide**

## **Revision Log**

The revision log documents substantive changes made to the previous version of this policy, the *Joint Duty Assignment Policy Guide* (0958PG) published on July 28, 2017.

The numbers and titles in the “Revised” column refer to the subsections as they currently appear in this updated policy. “Deleted” subsection numbers refer to those in the previous published version of the policy.

Revised Section Number and Title	Deleted Section Number and Title
Subsection 2.1.4. Leadership Selection Unit (LSU), EDSPS	
Subsection 4.2.1. JD Assignment Vacancies Posted on Office of the Director of National Intelligence Websites	
Subsection 4.2.2. Internal Vacancy Selection Process	
Subsection 4.2.5. JD Assignments Abroad	
Subsection 4.5. Temporary Funded Staffing Level Enhancements	
Subsection 4.6. JD Assignment Extensions	
Subsection 4.11. Senior Executive Service and Senior Level	
Section 6 Recordkeeping Requirements	

**UNCLASSIFIED**  
Joint Duty Assignment Policy Guide

## **Table of Contents**

<b>1. Introduction.....</b>	<b>1</b>
1.1. Purpose.....	1
1.2. Scope.....	1
1.3. Exemptions .....	1
<b>2. Roles and Responsibilities .....</b>	<b>2</b>
2.1. Human Resources Division (HRD) .....	2
2.1.1. Human Resources Officer (HRO)/Assistant Director (AD), HRD .....	2
2.1.2. Section Chief (SC), Employee Development & Leadership Selection Section (EDLSS).....	2
2.1.3. Joint Duty Program (JDP), Office of Workforce Development, EDLSS .....	2
2.1.4. Leadership Selection Unit (LSU), Employee Development & Leadership Selection Section.....	2
2.2. Resource Analysis Unit (RAU), Strategy & Performance Section, Resource Planning Office (RPO).....	3
2.3. Accounts Receivable Unit (ARU), Accounting and Technology Section, Finance and Facilities Division .....	3
2.4. FBI Headquarters (FBIHQ) Division and Field Office (FO) Heads .....	3
2.5. FBIHQ Division and FO Administrative Staff.....	3
2.6. FBIHQ Division and FO Financial Management Staff .....	3
<b>3. Policy Statement.....</b>	<b>5</b>
<b>4. Processes and Procedures.....</b>	<b>6</b>
4.1. Memorandum of Understanding .....	6
4.2. FBI Employees Going on Joint Duty Assignments at Other Agencies .....	6
4.2.1. Joint Duty Assignment Vacancies Posted on Office of the Director of National Intelligence Websites .....	7
4.2.2. Internal Vacancy Selection Process .....	8
4.2.3. Non-Competitive Selection Process .....	8
4.2.4. Joint Duty Assignments Outside of an Employee's Local Travel Area (LTA).....	9
4.2.5. Joint Duty Assignments Abroad .....	9
4.3. Intelligence Community Employees Applying for FBI Joint Duty Assignments .....	9
4.3.1. Posting FBI Joint Duty Assignments on Office of the Director of National Intelligence Web Sites .....	9
4.3.2. System Access for Other Agency Employees on Joint Duty Assignments to the FBI .....	10
4.4. Security Clearance Passage .....	10
4.5. Temporary Funded Staffing Level Enhancements .....	10
4.5.1. Non-reimbursable Joint Duty Assignments .....	11

**UNCLASSIFIED**  
**Joint Duty Assignment Policy Guide**

4.6. Joint Duty Assignment Extensions.....	11
4.7. Joint Duty Assignment Early Terminations.....	12
4.8. Reintegration of FBI Employees .....	12
4.8.1. All FBI Employees .....	12
4.8.2. FBI Employees Assigned to Intelligence Programs .....	12
4.8.3. FBI Employees Not Assigned to Intelligence Programs .....	13
4.9. Joint Duty Credit.....	13
4.9.1. Internal FBI Positions .....	14
4.9.2. Applying for Joint Duty Credit.....	14
4.10. Awards .....	15
4.11. Senior Executive Service and Senior Level Employees .....	15
4.11.1. Bonuses .....	15
4.11.2. Funded Staffing Level Enhancements .....	15
4.12. Inter-governmental Personnel Act (IPA) Mobility Program .....	15
4.13. Lapse-in-Appropriations Shutdown.....	16
<b>5. Authorities .....</b>	<b>17</b>
<b>6. Recordkeeping Requirements.....</b>	<b>18</b>

**List of Appendices**

<b>Appendix A: References.....</b>	<b>A-1</b>
<b>Appendix B: Definitions and Acronyms .....</b>	<b>B-1</b>

**UNCLASSIFIED**  
Joint Duty Assignment Policy Guide

## **1. Introduction**

---

### **1.1. Purpose**

The purpose of this policy guide (PG) is to provide requirements and procedures for processing Joint Duty assignments (JDA) to and from the Federal Bureau of Investigation (FBI) lasting 12 months or longer and to identify the FBI's roles and responsibilities in the Office of the Director of National Intelligence's (ODNI) Intelligence Community (IC) Civilian Joint Duty Program.

### **1.2. Scope**

This PG applies to all FBI employees, particularly the following individuals:

- FBI employees selected for JDAs at other agencies for 12 months or longer.
- FBI managers and supervisors receiving joint duty (JD) employees from other government agencies (OGA) for 12 months or longer.
- FBI managers and supervisors who intend to post JDA opportunities on the ODNI's IC Civilian Joint Duty Program Website.
- FBI employees requesting JD credit.

Task force personnel do not fall within the definition of JDAs; therefore, the Joint Duty Program (JDP) will not process task force members for the purposes of this PG.

### **1.3. Exemptions**

There are no exemptions to this policy.

## **2. Roles and Responsibilities**

---

### **2.1. Human Resources Division (HRD)**

#### **2.1.1. Human Resources Officer (HRO)/Assistant Director (AD), HRD**

The AD of HRD (or designee) is the final authority on all approvals and denials related to FBI JDAs, unless otherwise delegated.

#### **2.1.2. Section Chief (SC), Employee Development & Leadership Selection Section (EDLSS)**

The SC of EDLSS (or designee) must sign all memoranda of understanding (MOU) for JDAs to and from the FBI for periods of 12 months or longer.

#### **2.1.3. Joint Duty Program (JDP), Office of Workforce Development, EDLSS**

The JDP must:

- Promote and manage the JDP at the FBI, consistent with the strategic vision and plan of the FBI's and the ODNI's policies.
- Work closely with the ODNI and the United States Intelligence Community (USIC) on all JDA matters.
- Work with Leadership Selection Unit (LSU) to ensure adherence to ODNI guidelines when posting vacancies for Senior Executive Service (SES) or senior level (SL) positions that require JD credit.
- Coordinate with HRD management to obtain JD credit waivers for SES or SL positions.
- Coordinate, draft, and maintain the MOUs for all JDAs.
- Process and track all JDAs lasting 12 months or longer.
- Adjudicate FBI employee JD credit requests.
- Encourage and promote the use of HR Source and the "OGA In" tracking system for assignments less than 12 months by the appropriate internal FBI Divisions.
- Utilize the "OGA In" SharePoint site to track OGA personnel on a JDA into the FBI.
- Monitor compliance with this PG.

#### **2.1.4. Leadership Selection Unit (LSU), Employee Development & Leadership Selection Section**

LSU must:

- Approve JD extensions for FBI employees selected through the Special Agent Midlevel Management Selection (SAMMS) or the Leadership Selection Boards (LSB) processes for promotions with a not to exceed (NTE) date.
- Advertise JDAs for SES and SL vacancies that involve competitive action.



**UNCLASSIFIED**  
**Joint Duty Assignment Policy Guide**

**2.2. Resource Analysis Unit (RAU), Strategy & Performance Section, Resource Planning Office (RPO)**

RAU must:

- Coordinate with FBI administrative staff to ensure that funded staffing levels (FSL) and National Intelligence Program (NIP) issues relating to JDAs are resolved.
- Provide FBI personnel cost estimates (i.e., compensation and benefits) to the JDP for all reimbursable JDAs.
- Coordinate with the Accounts Receivable Unit (ARU), Accounting and Technology Section (ATS), Finance and Facilities Division (FFD) to reclassify personnel expenses from “direct” to “reimbursable” on a quarterly basis for employees on reimbursable JD assignments.

**2.3. Accounts Receivable Unit (ARU), Accounting and Technology Section, Finance and Facilities Division**

ARU must:

- Review and accept reimbursable agreements received from other agencies.
- Liaise with FBI administrative staff and/or other agency finance points of contact (POC) to obtain missing information and resolve any issues with reimbursable agreements.
- Establish reimbursable agreements in the financial management system for FBI employees on reimbursable JDAs.
- Bill and collect funds from other agencies for FBI employees on reimbursable JDAs at other agencies.

**2.4. FBI Headquarters (FBIHQ) Division and Field Office (FO) Heads**

FBIHQ division and FO heads must:

- Provide concurrence or non-concurrence for employees applying to JDAs.
- Approve JD vacancy postings.
- Approve incoming and outgoing JDA electronic communications (ECs).

**2.5. FBIHQ Division and FO Administrative Staff**

FBIHQ division and FO administrative staff must:

- Provide administrative support for employee matters relating to JDAs.
- Serve as POCs for the JDP staff on all JDA matters.
- Track all details of employees on JDAs to and from the FBI for fewer than 12 months as guided by HRD JDP.
- Request reimbursable agreements from other agencies for outgoing detail assignments and provide the information needed to complete the required documentation.

**2.6. FBIHQ Division and FO Financial Management Staff**

FBIHQ division and FO financial management staff must:

**UNCLASSIFIED**  
Joint Duty Assignment Policy Guide

- Execute a reimbursable agreement obligation document within the Unified Financial Management System, including necessary financial documents or interagency agreement forms for other agency employees on reimbursable JDAs to the FBI.
- Ensure that payments are processed to other agencies for employees on reimbursable JDAs at the FBI.

**UNCLASSIFIED**  
Joint Duty Assignment Policy Guide

### **3. Policy Statement**

---

The FBI participates in the ODNI's IC Civilian Joint Duty Program and works closely with the ODNI and the USIC on all matters related to JDAs that rotate employees to positions in other IC agencies, or other relevant organizations that provide an IC civilian JD-qualifying experience. All employees must comply with the policies and procedures contained in this PG, which are consistent with the ODNI's IC Civilian Joint Duty Program

## **4. Processes and Procedures**

---

A JDA is the temporary rotational detail assignment of an employee to a position in another IC agency or other relevant organization that provides a JD-qualifying experience. JDAs are generally one to two years in length, with the possibility of an extension. Extensions must be approved by all parties. Generally, JDAs for FBI employees should not exceed three years.

JDAs are lateral assignments. Employees are eligible to apply to JD vacancies at a higher grade level, as long as the JD postings clearly state that lower grades are considered for the positions. If an FBI employee is selected for a JD position at a higher or lower grade, he or she will not be temporarily promoted to the higher grade or demoted to the lower grade posted on the vacancy announcement. The FBI employee will be laterally assigned to the gaining agency and is not entitled to the higher grade.

The JDP will process and track all temporary detail assignments of employees to and from the FBI that are 12 months or longer. FBIHQ divisions and FOs will process and track all temporary details of employees on JDAs to and from the FBI for fewer than 12 months.

A JDA is not a permanent reassignment or a short-term temporary duty assignment. In most circumstances, there will be no transfer orders, no cost transfers, no changes of duty station, no paid travel expenses, no relocation expenses, and no personnel action requests associated with the JDA.

### **4.1. Memorandum of Understanding**

A MOU is a non-contractual document listing the responsibilities, functions, and understandings of two agencies regarding a matter of mutual interest. A MOU does not create legal rights enforceable in any court or administrative forum. There are two types of MOUs related to JDAs:

- Individual MOU: an agreement between two agencies regarding a single employee on a JDA to do specific tasks with specified start and end dates.
- Corporate MOU: an agreement, within the IC, between two agencies regarding a particular mission or issue that covers all potential employees without specified start and end dates.

Generally, the gaining agency will initiate the coordination of an individual MOU for a JDA. The employing agency and gaining agency must document the JDA as reimbursable or non-reimbursable within the MOU. The MOU must also document who will be responsible for performance evaluations, awards, time and attendance, travel, training, lodging, security, and reintegration.

The JDP will facilitate and manage the MOU process from start to finish for the FBI, including Office of the General Counsel (OGC) review and approval. Authorized officials from the employing agency and the gaining agency, as well as the employee embarking on the JDA, must sign the MOU before the JDA commences. The MOU should be completed no later than 30 calendar days after each candidate selection is made and filed in HR Source for FBI employees.

### **4.2. FBI Employees Going on Joint Duty Assignments at Other Agencies**

An employee who is interested in a JDA opportunity must have their supervisor's approval and be selected by one of three methods.

**UNCLASSIFIED**  
**Joint Duty Assignment Policy Guide**

1. JDA vacancy posted on the ODNI's JD Web site
2. Internal vacancy selection (IVS)
3. Non-competitive selection (NCS)

Note: FBI employees selected for JDAs are still FBI employees and must adhere to all FBI administrative rules, regulations, standards of conduct, and performance and training requirements. FBI employees must receive a yearly performance evaluation, i.e., a Performance Wrap Up, by their FBI rater and reviewer, which is based on the objectives of their performance plan with evaluation input issued by the gaining agency.

The FBI employee will receive a JD Out-Briefing Guide that covers their responsibilities before, during, and after the JDA.

**4.2.1. Joint Duty Assignment Vacancies Posted on Office of the Director of National Intelligence Websites**

Employees can search for JDA opportunities on the ODNI's IC Civilian Joint Duty Program's classified website [redacted] or the unclassified website (<http://www.icjointduty.gov>). Most JDAs are posted on the classified website, which is located on the Joint Worldwide Intelligence Communications System (JWICS) and can be accessed via an FBI Sensitive Compartmented Information Network (SCINet) terminal

b7E

Note: The ODNI prohibits employees from applying to JDAs at their home agencies; therefore, FBI employees cannot apply for FBI JDAs.

FBI employees must have Sensitive Compartmented Information access and SCINet access to apply for JDAs through the ODNI's Joint Duty Application Tool (JDAT). An FBI employee interested in applying must create a profile on the JDAT. The profile must include the names and SCINet e-mail addresses of the FBI employee's first-line supervisor (i.e., rating official) and second-line supervisor (i.e., reviewing official). FBI supervisors may receive automated e-mails via SCINet informing them of JDA applicants.

The JDP will receive automated e-mails via SCINet when FBI employees apply for JDAs. Upon receipt of a notification, the JDP will coordinate the FBI internal approval process (i.e., first and second-line FBI supervisor approval). The JDP will contact the FBIHQ division or FO head via e-mail for concurrence.

FBIHQ division or FO head concurrence is required for FBI employee applicants prior to the commencement of the JDA. The FBI employee's first-line supervisor and second-line supervisor will be copied on the e-mail. Non-concurrence must be received within five business days of contact, or the candidate will be considered as recommended. The JDP will ensure that all parties are notified if an FBI employee is selected for a JDA. The JDP and the gaining agency's JD program manager will use the JDAT tool to process and finalize the MOU.

FBI managers and supervisors are encouraged to support FBI employees who are interested in JDAs. Generally, a JDA can be career enhancing; therefore, FBI management should, when possible, make every attempt to approve FBI applicants. FBI management has the authority to delay and/or deny the JD application of their FBI employee to another organization. Reasons for a delay or denial include, but are not limited to:

- Information pertaining to an employee's performance-based action(s).

**UNCLASSIFIED**  
**Joint Duty Assignment Policy Guide**

- Employee does not have a “Consistent Performer” rating or higher on their most recent Performance Wrap-Up.
- Employee lacks the background or basic skills required in the JD posting.
- Employee currently fills an FBI mission-critical need that cannot be replaced or temporarily filled by another employee within the home FBIHQ division or FO.

**4.2.2. Internal Vacancy Selection Process**

IVS is when an employee is selected for a JDA at another agency through a competitive internal process (i.e., a canvass, a vacancy announcement, USAJOBS.gov, FBIJOBS.gov, etc).

Note: Employees can find and apply to these vacancy announcements including, but not limited to, Automated Selection and Promotion Program, Leadership Selection Tool, etc.

The JDP will facilitate the MOU process upon receipt of a completed EC from the employee’s home division or FO. A template EC containing required data entry fields is available in Sentinel

[REDACTED] If the assignment is reimbursable, the financial manager from which the employee is departing/joining must be listed on the EC. If the assignment is for an SES/SL employee, the LSU Unit Chief must be copied on the EC. The EC must be approved at the FBIHQ division or FO head level prior to submission to the JDP. If the employee was selected through an IVS from an LSU posting, the employee’s home FBIHQ division or FO’s administrative staff must ensure that LSU is provided with the following information.

b7E

- The NTE date, if there are any extensions.
- The duration of the extensions.
- The totality of the assignment with extensions.
- What happens to the selectee when the JDA has been completed.

For more information regarding LSU postings, eligibility requirements, etc , please contact the LSU office.

**4.2.3. Non-Competitive Selection Process**

NCS is when an employee is non-competitively selected for a JDA at another agency based on experience and skillsets that match the other agency’s mission-critical needs. An NCS should only be used after competitive efforts have failed to identify a qualified employee.

The JDP will facilitate the MOU process upon receipt of a completed EC from the employee’s home division or FO. A template EC containing required data entry fields is available in Sentinel

[REDACTED] The EC must be approved at the FBIHQ division or FO head level prior to submission to the JDP. The NCS EC must document that competitive efforts failed to identify a qualified employee or that the gaining agency specifically requested the identified FBI employee because of a mission-critical need.

b7E

If there is an issue regarding JDA concurrence for a NCS, the HRO has the final decision-making authority.

**UNCLASSIFIED**  
**Joint Duty Assignment Policy Guide**

**4.2.4. Joint Duty Assignments Outside of an Employee's Local Travel Area (LTA)**

FBI employees who are interested in JDAs should search and apply to JDA vacancies within their LTAs. FBI employees who embark on JDAs outside of their LTAs will be personally responsible for all expenses related to travel, lodging, per diem, or change of official duty station, unless otherwise stated in the MOU by the gaining agency. Unless otherwise specified, JDAs or details are considered temporary assignments and selectees are not eligible for reimbursement of travel, per diem, relocation, or similar costs. FBI employees who accept JDAs outside of their LTAs must sign the LTA Temporary Movement Agreement which is available from the JDP. The agreement indicates the FBI employee's and the FBIHQ division or FO head's responsibilities. The agreement must be signed by the FBI employee prior to the commencement of a JDA and is filed in the employee's JDP drop file.

Note: JDAs that are outside of FBI employees' LTAs may be evaluated by the employee's home FBIHQ division or FO and may be denied for reasons including, but not limited to, funding and return on investment.

**4.2.5. Joint Duty Assignments Abroad**

FBI employees who are interested in JDAs abroad must contact International Operations Division (IOD) to ensure they have adhered to all necessary FBI policies prior to the start of their assignment abroad. All necessary FBI parties (e.g., IOD, HRD, and RPO) will need to have their requirements met and information surrounding the assignment clearly outlined within the MOU prior to assignment start. For additional information, see the Beacon SharePoint site or contact the Staffing and Administrative Unit, IOD.

**4.3. Intelligence Community Employees Applying for FBI Joint Duty Assignments**

**4.3.1. Posting FBI Joint Duty Assignments on Office of the Director of National Intelligence Web Sites**

FBIHQ divisions and FOs can post JDA opportunities for other IC employees on the ODNI's IC Civilian Joint Duty Program website. The FBI may only post reimbursable JDA opportunities on this website. In a reimbursable assignment, the gaining agency financially reimburses the employing agency for compensation and benefits at the employee's grade and step for the duration of the assignment. RAU, RPO will provide to the JDP cost estimates for FBI personnel on reimbursable JDAs.

Note: The FBI does not set aside funded positions for reimbursable JDAs. IC employees who are detailed to the FBI do not encumber FSLs, and they do not count as onboard employees. Typically, FBIHQ divisions and FOs use non-personnel funds to pay agencies for reimbursable assignments. Non-personnel funds are limited to FBI mission needs, and personnel funds are used in rare circumstances to pay for reimbursable JDAs.

The JDP will manage and facilitate the process for posting all reimbursable JDA opportunities at the FBI on the ODNI's IC Civilian Joint Duty Program website via JWICS and will notify the requesting FBI division or FO of any issues that arise. FBI management requesting a JDA posting must submit an EC to the JDP with the applicable information required. A template EC containing required information is available in Sentinel  . The EC must be approved at the FBIHQ division or FO head level prior to submission to the JDP. The JDP will use the information submitted in the EC to upload and post the JDA vacancy via JWICS on the

b7E

**UNCLASSIFIED**  
**Joint Duty Assignment Policy Guide**

ODNI's JD website and will provide the JDA vacancy announcement number to the requesting FBIHQ division or FO for reference.

Interested IC applicants must apply to the FBI JDA vacancy using ODNI's JDAT. The JDP will send all applications for consideration to the FBIHQ division or FO POC via SCINet e-mail. The FBIHQ division or FO must coordinate interviews with IC employees and must notify the JDP when a candidate is selected.

Note: The JDA vacancy should close prior to an official selection being made. The JDP will contact the employing agency's JD program manager to inform the other agency of the selection and use the JDAT to finalize the selection. The JDP and the employing agency's JD program manager will use the JDAT to process and finalize the MOU.

Occasionally, the ODNI allows the FBI to post non-reimbursable JDA vacancies on the ODNI JD website. Interested FBI divisions and FOs must follow the same process for reimbursable assignments and submit an EC [ ] to the JDP with the applicable information needed. In addition to the EC, the FBI division must complete a "Non-reimbursable Vacancy Post Request" (contact the JDP for the template). These requests are reviewed by the ODNI on a case-by-case basis and subject to their approval.

b7E

#### **4.3.2. System Access for Other Agency Employees on Joint Duty Assignments to the FBI**

The gaining FBIHQ division or FO is responsible for requesting and terminating FBI systems access for other agency employees on JDAs to the FBI. Note: There are certain FBI systems that only FBI employees can access and that may not be accessible to other agency employees.

Other agency employees on JDAs to the FBI who have access to FBI systems must comply with Information Systems Use Policy Directive (1071D). The employee's FBIHQ division or FO supervisor and chief security officer (CSO) are responsible for ensuring that other agency employees comply with Information Systems Use Policy Directive (1071D) and that access to all FBI systems is terminated consistent with the Account Management for FBI Information Systems Policy Guide (0655PG-7).

#### **4.4. Security Clearance Passage**

The employee's CSO and the FBI Security Division, Security Operations Section, Access Control Unit are responsible for coordinating and ensuring that all security clearances are passed between agencies before a JDA begins. This applies to both FBI employees and other agency employees going on JDAs. For more details, see the Clearance Passage, Clearance Verification, Visitor Access Request, and Department of Energy Q Clearance Policy Guide (1054PG).

#### **4.5. Temporary Funded Staffing Level Enhancements**

FBIHQ divisions or FOs can contact RAU, RPO to request temporary FSL enhancements to allow for temporary backfills while FBI employees are on reimbursable JDAs. FBIHQ divisions and FOs are not guaranteed temporary FSL enhancements since the FBI is bound by its Congressionally approved staffing levels and availability of FSL.

Generally, FBIHQ divisions and FOs may not permanently backfill an FBI employee's position while on a JDA. An FBI employee will encumber their FSL for the duration of the JDA. When the JDA ends, if the employee finds a new FBI position or returns to their FBIHQ division or FO, RAU will withdraw the temporary FSL enhancement.



**UNCLASSIFIED**  
**Joint Duty Assignment Policy Guide**

When FO personnel apply to a JDA through FBI systems (e.g., Enterprise Process Automation System), they may become an FBIHQ employee at the end of the assignment (stated in the vacancy posting). Upon completion of their assignment, they can either apply and compete for a position, go before the Directorate of Intelligence (DI) reintegration board for placement, or be placed within the Division that held their FSL during their JDA. FO personnel who are selected for a JDA that is neither through FBI systems nor in coordination with an FBIHQ selecting division must return to their FO at the conclusion of their JDA (unless they compete and are selected for a new position).

FBIHQ personnel may return to their original FBIHQ division, or compete for a position, or go through the DI reintegration board for placement. See subsection 4.8.2 for additional information.

If a senior SES or SL FBI employee goes on a JDA, a temporary FSL enhancement may not be granted unless it is granted by RAU at the General Schedule (GS) 15 or lower grade.

In a reimbursable assignment, the gaining agency financially reimburses the employing agency for compensation and benefits at the employee's grade and step for the duration of the assignment. RAU, RPO will provide cost estimates to the JDP for FBI personnel on reimbursable JDAs.

For more information regarding temporary FSL enhancements, please contact RAU.

#### **4.5.1. Non-reimbursable Joint Duty Assignments**

In a non-reimbursable JDA, the employing agency receives no financial reimbursement for the employee while the employee is on a JDA. FBIHQ divisions and FOs cannot request temporary FSL enhancements for FBI employees on non-reimbursable assignments. The FBI employee will encumber their FSL for the duration of the JDA.

Except where authorized by statute, non-reimbursable detail assignments may only be approved by the Department of Justice (DOJ) if the detail involves a matter that is similar or related to those ordinarily handled by the home agency and will aid the agency in accomplishing its mission. DOJ permits non-reimbursable details of employees to elements of the IC that are funded through the NIP.

#### **4.6. Joint Duty Assignment Extensions**

A JDA may be extended beyond the agreed-upon end date, as long as all parties agree to the extension. The JDP will confirm concurrence and process a one-page MOU extension upon receipt via e-mail from the detailed employee to [REDACTED]. The e-mail must include the name of the home and gaining agencies and the new assignment end date. The employee's first and second-line FBI supervisors must be copied on the extension e-mail. The e-mail must be sent to the JDP within 180 calendar days of the original assignment end date.

FBI management has the authority to delay and/or deny the JD extension of their FBI employee on a JDA. Reasons for a delay or denial include, but are not limited to:

- Employee does not have a "Consistent Performer" rating or higher on most recent Performance Wrap-Up.
- Employee lacks the background or basic skills required in the JD posting.

b7E

**UNCLASSIFIED**  
**Joint Duty Assignment Policy Guide**

- Employee currently fills an FBI mission-critical need that cannot be replaced or temporarily filled by another employee within the home FBIHQ division or FO

Candidates selected through the SAMMS Board and the LSB for a promotion with an NTE date requires additional approval from LSU for an extension. The candidate must coordinate with LSU for approval before sending the JDA extension request e-mail to the JDP. Requests for extensions that require LSU approval must be in a completed EC, uploaded into Sentinel, and submitted 60 days prior to the extension start date. Any delays will affect the employee's compensation. Please review the LSU BuNet site for the template EC.

If an FBI employee is extending beyond 24 months and the assignment location is more than 50 miles from their designated home duty station or LTA, the employee will be personally responsible for all expenses related to travel, lodging, per diem, or change of official duty station, unless otherwise stated in the MOU by the gaining agency. The HRO has final authority on all extension requests if any questions arise. Decisions will be based on the needs of the FBI.

#### **4.7. Joint Duty Assignment Early Terminations**

A JDA may be terminated prior to the completion of the specified tour length when the employing and/or gaining agencies agree that termination is in the best interest of the employee, the agencies involved, or both. The employee must be given at least 30-days' notice. [REDACTED]

[REDACTED] The e-mail must come from the gaining FBIHQ division or FO and state the reason for termination and the date on which the employee will return to their home agency. Early termination notifications for FBI employees must be handled by the FBI employee's manager, supervisor, FBIHQ division or FO head, or any combination thereof. For tracking purposes, the JDP must be copied on the early termination e-mail.

b7E

#### **4.8. Reintegration of FBI Employees**

The FBI is committed to ensuring that employees who embark on JDAs are reintegrated back into the FBI.

##### **4.8.1. All FBI Employees**

FBIHQ divisions and FOs should contact their employees who are participating in JDAs 180 calendar days before their anticipated return dates to ascertain the employees' reintegration plans and expectations.

Employees are highly encouraged to seek and apply for new FBI opportunities prior to returning to their FBIHQ divisions or FOs. If an FBI employee is selected for a position at the FBI while still on detail assignment, the employee may end the detail assignment early to start the position if all parties agree. Employees must notify the FBIHQ division or FO administrative staff if they are selected for new FBI positions or promotions while they are still on JDAs.

##### **4.8.2. FBI Employees Assigned to Intelligence Programs**

The Intelligence Branch's (IB) reintegration board determines reintegration placement for any FBI Intelligence Program employee returning from a reimbursable JDA in which their position was permanently backfilled. The SC of the Administrative Section, DI, IB serves as the chair for the reintegration board and, together with members from the FBIHQ operational divisions, vets the returning employee and recommends placement based on mission need, employee skill set, and employee preference. The reintegration board voting members will attempt to place

**UNCLASSIFIED**  
**Joint Duty Assignment Policy Guide**

employees in positions that benefit the corporate needs of the FBI and leverage the employees' newly acquired skill sets. Reintegration placement will be dictated by the home FBIHQ division's or FO's vacancies and mission needs, as well as the employee's confirmed qualifications

Reintegration of Intelligence Program employees will be cross-divisional, and Intelligence Program employees are not guaranteed placement in their home FBIHQ divisions or FOs, or on specific units or squads, during the reintegration board process. If the reintegration board is unable to identify an equitable placement for a returning Intelligence Program employee, that employee will be placed within their original FBIHQ division or FO. If the FO personnel was officially transferred from the field to HQ, that employee will remain a HQ employee at the conclusion of their JDA and will be placed if they do not identify placement at the end of their JDA.

**4.8.3. FBI Employees Not Assigned to Intelligence Programs**

Employees who are not assigned to the FBI Intelligence Program are eligible to go before the reintegration board. They must coordinate with the reintegration board POC to schedule their appointment with the board. Employees that are unable to find new FBI positions prior to their return or are not selected for new positions within the FBI by the reintegration board, must be placed by default within the home FBIHQ divisions or FOs from which they departed.

Employees are not guaranteed placement in specific units or squads within their home FBIHQ divisions or FOs. FBI management will attempt to place these employees in positions that benefit both the corporate needs of the FBI and the employees' newly acquired skill sets. Reintegration placement will be dictated by home FBIHQ division or FO vacancies and mission needs, as well as the confirmed qualifications of employees.

**4.9. Joint Duty Credit**

JD credit (also referred to as a certification) is the formal recognition by the FBI and the ODNI that an employee has successfully completed all JD program requirements established by the ODNI's IC Civilian Joint Duty Program.

JD credit is a requirement for senior progression (SES or SL ranks) within the USIC, the FBI's National Security Branch (NSB), the FBI's IB, and for domestic ODNI FO representatives

JD credit may be taken into consideration as preferred criteria for NSB or IB positions at the GS-14 and GS-15 grade levels, as these positions may involve frequent and substantive IC coordination. Consideration for these positions is at the discretion of IB and NSB.

FBI employees must meet all of the following criteria in order to receive JD credit

- Be at or above the GS-11 grade level while on assignment
- Earn no less than a "Consistent Performer" (or its equivalent) rating on most recent Performance Wrap-Up while on assignment
- Complete one of the following JDAs:
  - At least 12 months in a position at another IC agency or relevant organization

**UNCLASSIFIED**  
**Joint Duty Assignment Policy Guide**

- At least 12 months in an internal FBI position approved by the Director of National Intelligence as providing sufficient interagency experience to qualify as the equivalent of an external JDA
- A combat zone deployment of at least 179 calendar days
- A 12-month graduate program at the National Intelligence University
- Multiple assignments of no fewer than 90 consecutive calendar days cumulatively applied to satisfy the 12-month requirement, so long as that minimum requirement is met within a 36-month period

**4.9.1. Internal FBI Positions**

Some internal positions at the FBI may be designated as providing a JD-qualifying experience by the ODNI. According to the ODNI's Intelligence Community Directive (ICD) 660, *Intelligence Community Civilian Joint Duty Program*, a JD-qualifying experience provides substantive professional, technical, or leadership experience that includes policy, program, managerial, analytical, or operational responsibility for intelligence resources, programs, policies, analysis, or operations in conjunction with one or more other IC elements or relevant organizations external to the IC.

A JD-qualifying experience provides a wider understanding of the missions and functions of the IC or the IC's relationships with relevant organizations outside the IC, develops a broader knowledge of the operations and management of the IC, and helps to build collaborative networks.

A list of approved internal FBI positions is posted on the [JDP BuNet site](#). These internal FBI positions are reviewed and approved by the FBI on an annual basis and are subject to change.

FBI personnel may submit a JD credit request based on either their prior military experience or their prior work experience at the GS-13 grade level or above that (1) was acquired after September 11, 2001 and prior to joining the FBI and (2) fully satisfies the ODNI IC Civilian Joint Duty Program requirements identified in ICD 660.

**4.9.2. Applying for Joint Duty Credit**

FBI employees must apply for JD credit using [HR Source](#). The JDP will review and adjudicate all FBI employee JD credit requests in accordance with ODNI IC Civilian Joint Duty Program criteria. The HRO has final authority on all FBI JD credit requests. The ODNI does not provide an appeal process for denied JD credit claims.

If approved, a JD credit record will be stored in the employee's Current Profile in HR Source for career and tracking purposes, and the employee will receive an ODNI IC Civilian Joint Duty Program pin from the JDP at the end of the fiscal year. Also, the employee can print an unofficial JD credit certificate by selecting the FBI Career tab and Approved Experiences. FBI employees are encouraged to document skills gained on JDAs in their employee profiles in HR Source.

Note: Employees can only attain JD credit once. Personnel can go on JDAs multiple times, but JD credit will only be identified in their profile once.

**UNCLASSIFIED**  
**Joint Duty Assignment Policy Guide**

**4.10. Awards**

The gaining agency will determine whether an employee on a JDA will receive an award (e.g., monetary or time off) in accordance with that agency's internal policies and procedures. The gaining agency is responsible for reimbursing the home agency for the award.

An FBI employee on a JDA is eligible to receive awards from the gaining agency while on the assignment. The gaining agency must establish an agreement with RAU who works with FFD's ARU to establish a reimbursable agreement and initiate the award process. Once the agreement is in place, RAU will process the award payment for the employee. The ARU will later bill the gaining agency for reimbursement of the award costs. This award process also involves coordination with RPO.

FBI awards recommended for individuals employed by other agencies on JDA at the FBI will be deducted from the nominating FBIHQ division's or FO's awards budget. Non-federal employees are not eligible for monetary incentive awards.

**4.11. Senior Executive Service and Senior Level Employees**

**4.11.1. Bonuses**

The FBI may not pay performance bonuses to other agencies' SES, senior intelligence, or SL employees who are detailed to the FBI. The FBI pay-for-performance program falls under DOJ, Deputy Attorney General (DAG) authority. All senior employees detailed to the FBI from other agencies must be covered by their home agencies' year-end performance bonus pools. Additionally, other agencies may not pay a performance bonus or any other type of compensation to FBI employees who are detailed to their agency. The FBI will administer all compensation matters, to include performance bonuses for, FBI SES/SL personnel.

**4.11.2. Funded Staffing Level Enhancements**

Backfills are not guaranteed for SES or SL JDAs. Backfills are only granted at the discretion of executive management. The backfill can be granted up to, but not including the SES level.

**4.12. Inter-governmental Personnel Act (IPA) Mobility Program**

The IPA Mobility Program authority provides for the temporary assignment of employees between the federal government and state and local governments, universities, Indian tribal governments, federally funded research and development centers, and other eligible organizations. The JDP will coordinate and manage all IPA assignments to and from the FBI.

An FBI employee who is selected for an IPA assignment must send a completed form OF-69, "Assignment Agreement," to the JDP for DAG approval through the Justice Management Division, DOJ.

Employees of state and local governments, universities, Indian tribal governments, federally funded research and development centers, and other eligible organizations who are selected for IPA assignments at the FBI will not need DAG approval. The employee must provide the completed OF-69 form to the JDP after obtaining the gaining FBIHQ division or FO head approval.

**UNCLASSIFIED**  
Joint Duty Assignment Policy Guide

**4.13. Lapse-in-Appropriations Shutdown**

Per Office of Personnel Management (OPM) guidelines, detailed employees remain officially assigned to their permanent positions at their home agencies during detail assignments. Therefore, during a shutdown furlough, the home agency will determine the status of “excepted” or “not excepted” for employees detailed to other agencies.

**UNCLASSIFIED**  
Joint Duty Assignment Policy Guide

## **5. Authorities**

---

- ODNI ICD 660, *Intelligence Community Civilian Joint Duty Program*
- ODNI Intelligence Community Policy Guidance 660.1, *Intelligence Community Civilian Joint Duty Program Implementation Guidance*
- Title 5 United States Code (U S C ) Sections (§) 3371-3376, **Intergovernmental Personnel Act**
- Title 5 Code of Federal Regulations (CFR) Part 334, **Temporary Assignments Under the Intergovernmental Personnel Act**

## **6. Recordkeeping Requirements**

---

HR Source will maintain the following:

- Records of all FBI employees on JDAs to other agencies for 12 months or longer
- Records of all FBI employees on detail assignments to other agencies for less than 12 months
- Records of all FBI employees on IPA assignments.
- All MOUs for active FBI employees on JDAs and IPA assignments.
- Records of all FBI employees who have JD credit.
- All FBIHQ divisions and FOs must use the FBI “OGA In” tracker to record all assignments of OGA personnel into the FBI for less than 12 months.

Records must be captured and managed in accordance with the Federal Records Act and the Records Management Policy Guide (0796PG). Contact Information Management Division’s (IMD) Help Desk with questions regarding records retention and disposition.



**UNCLASSIFIED**  
**Joint Duty Assignment Policy Guide**

## **Appendix A: References**

---

See the [JDP BuNet site](#) for additional information.

See the following FBI policies on related subjects:

- [Account Management for FBI Information Systems Policy Guide \(0655PG-7\)](#)
- [Clearance Passage, Clearance Verification, Visitor Access Request, and Department of Energy O Clearance Policy Guide \(1054PG\)](#)
- [Memorandums of Understanding and Non-contractual Agreements Policy Guide \(1031PG\)](#)
- [Records Management Policy Guide \(0769PG\)](#)
- [Information Systems Use Policy Directive \(1071D\)](#)
- [Administrative Action Name Check Policy Directive \(1105D\)](#)
- [Special Agent Midlevel Management Selection System Policy Guide \(1101PG\)](#)
- [Senior Executive Service and Senior Level Policy Guide \(0760PG\)](#)

## **Appendix B: Definitions and Acronyms**

---

### **Definitions**

**Assignee (liaison):** an employee assigned and/or located at another agency and doing the work of their home agency. Assignees are eligible to be considered for JD credit as long as their assignment provided an immersive experience and meet credit requirements previously outlined in this document. The assignee continues to encumber their FBI FSL while on assignment.

**Detail assignment:** the temporary rotational detail of an employee to a position in another IC agency or other relevant organization that does not directly provide a JD-qualifying experience (generally does not meet the 12-month time requirement).

**Detailee:** an employee detailed to another agency and doing the work to further the mission of that agency. Detailees are eligible to be considered for JD credit as long as they meet credit requirements previously outlined in this document. The detailee continues to encumber their FBI FSL while on the detail.

**Gaining agency:** the agency that receives an employee for a JDA.

**Home agency:** the employee's parent or employing agency.

**Joint Duty Application Tool:** an automated tool on JWICS that is used for applying to JDAs via SCINet.

**Joint Duty Assignment:** the temporary rotational detail assignment of an employee to a position in another IC agency or other relevant organization that directly provides a JD-qualifying experience.

---

### **(U) Acronyms**

AD	assistant director
ARU	Accounts Receivable Unit
ATS	Accounting and Technology Section
CFR	Code of Federal Regulations
CSO	chief security officer
DAG	deputy Attorney General
DI	Directorate of Intelligence
DOJ	Department of Justice
EC	electronic communication
EDLSS	Employee Development & Leadership Selection Section

**UNCLASSIFIED**  
**Joint Duty Assignment Policy Guide**

<b>FBI</b>	<b>Federal Bureau of Investigation</b>
<b>FBIHQ</b>	<b>Federal Bureau of Investigation Headquarters</b>
<b>FFD</b>	<b>Finance and Facilities Division</b>
<b>FO</b>	<b>field office</b>
<b>FSL</b>	<b>funded staffing level</b>
<b>GS</b>	<b>General Schedule</b>
<b>HRD</b>	<b>Human Resources Division</b>
<b>HRO</b>	<b>Human Resources Officer</b>
<b>IB</b>	<b>Intelligence Branch</b>
<b>IC</b>	<b>Intelligence Community</b>
<b>ICD</b>	<b>Intelligence Community Directive</b>
<b>IMD</b>	<b>Information Management Division</b>
<b>IOD</b>	<b>International Operations Division</b>
<b>IPA</b>	<b>Intergovernmental Personnel Act</b>
<b>IVS</b>	<b>internal vacancy selection</b>
<b>JD</b>	<b>joint duty</b>
<b>JDA</b>	<b>joint duty assignment</b>
<b>JDAT</b>	<b>Joint Duty Application Tool</b>
<b>JDP</b>	<b>Joint Duty Program</b>
<b>JWICS</b>	<b>Joint Worldwide Intelligence Communications System</b>
<b>LTA</b>	<b>local travel area</b>
<b>LSB</b>	<b>Leadership Selection Board</b>
<b>LSU</b>	<b>Leadership Selection Unit</b>
<b>MOU</b>	<b>memorandum of understanding</b>
<b>NCS</b>	<b>noncompetitive selection</b>

**UNCLASSIFIED**  
**Joint Duty Assignment Policy Guide**

NIP	National Intelligence Program
NSB	National Security Branch
NTE	not to exceed
ODNI	Office of the Director of National Intelligence
OGA	other government agency
OGC	Office of the General Counsel
OPM	Office of Personnel Management
PG	policy guide
POC	point of contact
RAU	Resource Analysis Unit
RPO	Resource Planning Office
SA	special agent
SAMMS	Special Agent Mid-Level Management Selection System
SC	section chief
SCINet	Sensitive Compartmented Information Network
SES	Senior Executive Service
SL	senior level
U.S.C.	United States Code
USIC	United States Intelligence Community

---